

DEPARTMENTS OF THE ARMY AND THE AIR FORCE

NATIONAL GUARD BUREAU

WASHINGTON, D.C. 20310



LY TO
ATTN OF:

NGB/DPM

20 SEP 1975

SUBJECT:

Request for Records - Freedom of Information Act (Your
ltr, 25 Sep 75)

TO:

AF/DADF

1. Subject letter was received and forwarded to NGB-DA
in accordance with ANGR 12-30 on 29 September 1975.

2. Attached is a copy of ANGR 30-12 for your use.

ROBERT E. STEVENS
Colonel, USAF
Chief, Air Personnel Division

1 Atch
Cy of ANGR 30-12

HQ USAF (DA)
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NGR 340-17
ANGR 12-30

NATIONAL GUARD REGULATION 340-17

AIR NATIONAL GUARD REGULATION 12-30

DEPARTMENTS OF THE ARMY
AND THE AIR FORCE
WASHINGTON, DC, 25 June 1975

OFFICE MANAGEMENT

RELEASE OF INFORMATION AND DISCLOSURE OF RECORDS TO THE
PUBLIC

This regulation outlines policy and procedures on the disclosure of records to members of the public under the Freedom of Information Act (5 U.S.C. 552, as amended by Public Law 93-502).

1. **Purpose.** This regulation is issued to provide guidance to the states in implementing the Freedom of Information Act.
2. **Policy.** The provisions of AR 340-17 and AFR 12-30, as cited herein, are applicable to the National Guard.
3. **Military Personnel Records.** *a.* Requests for records of National Guard enlisted personnel in accordance with appendix B, AR 340-17 and paragraph 22, AFR 12-30, will be processed promptly under the provisions of AR 640-10 and AFR 31-6. If qualified for release, within 10 working days after receipt of the request, the Adjutant General will notify the requester in writing of favorable action on his request. The schedule of fees and procedures for collection in appendix D, AR 340-17 and attachment 8, AFR 12-30 will be used.
b. If release of the record would result in a clearly unwarranted invasion of personal privacy, the Adjutant General will follow the procedures outlined in paragraphs 2-6d, AR 340-17, or paragraph 18h, AFR 12-30, as appropriate. Chief, National Guard Bureau, will act as IDA/ proper denial authority. Immediate telephone contact will be made with the Freedom of Information Act representative, National Guard Bureau, Autovon 22 73886. This is required in order to conform with the prescribed time limits.
4. **Other Requests.** Requests for other than National Guard enlisted personnel records will be returned to the requester, advising him to send it to the National Guard Bureau, if he desires, and providing him with the proper address.

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Users of this regulation are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to NGB-DAS, Washington, DC 20310

By Order of the Secretaries of the Army and the Air Force:

Official:

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Chief, National Guard Bureau

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